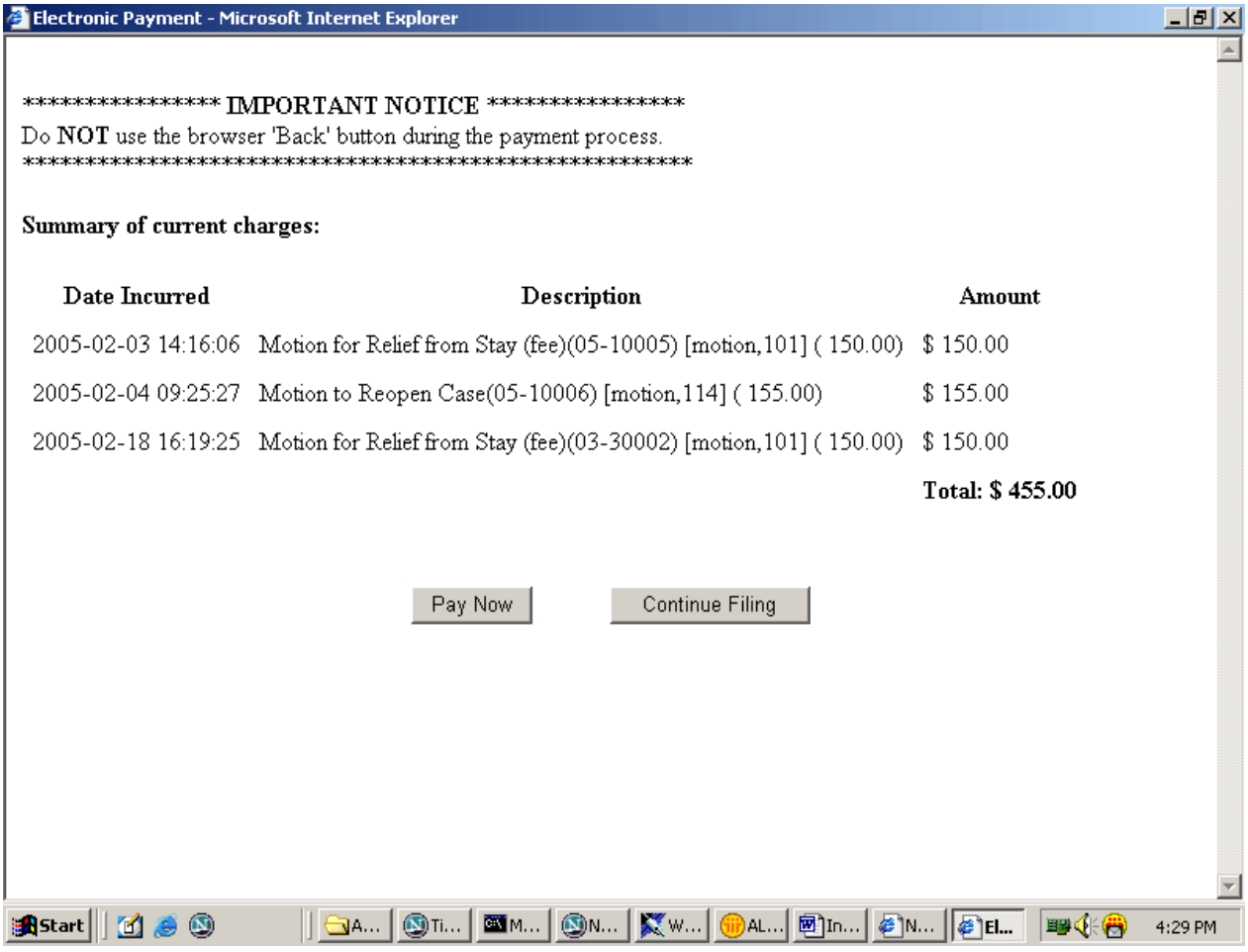
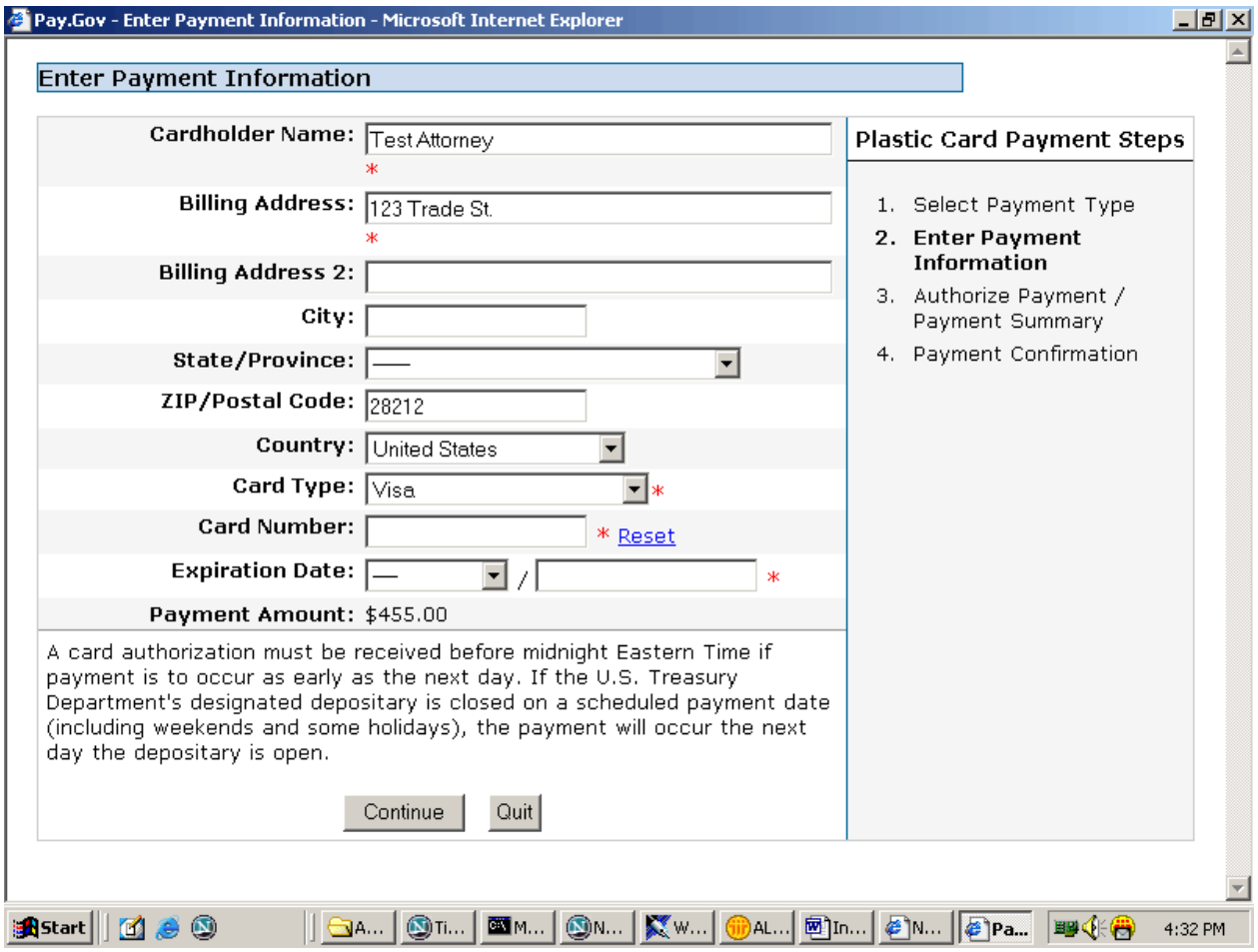
CM/ECF INTERNET CREDITCARD FILER'S GUIDE

The following is a series of screens that will help guide filers through the Internet payment process.

After docketing any pleading that requires a fee, a **Summary of Current Charges** screen will be displayed. The filer will automatically be prompted to **"Pay Now"** or **"Continue Filing"**.



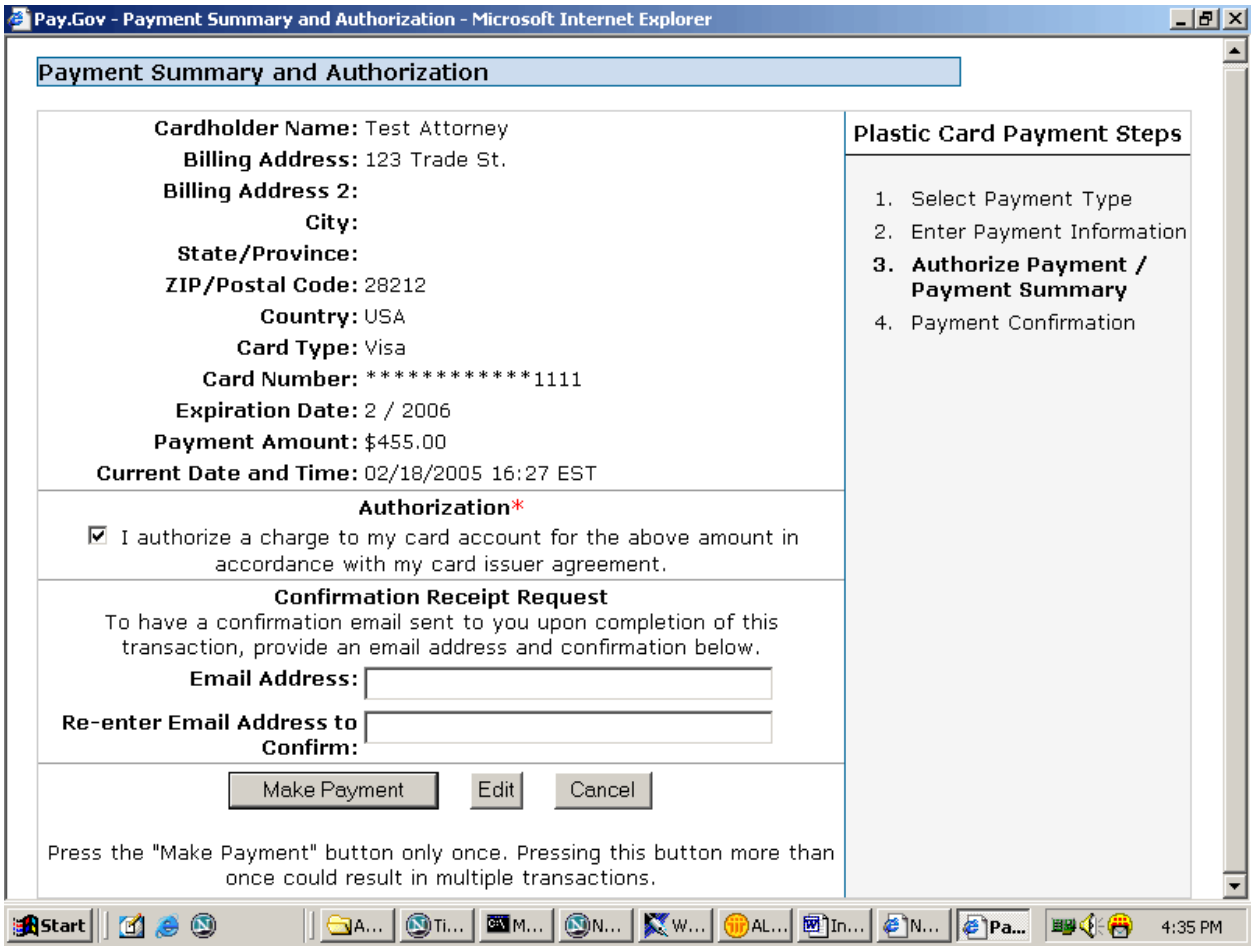
The **"Pay Now"** option prompts the filer to enter the Credit Card information which includes the cardholder name, address and payment type.The cardholder name, first address line and zip code default to the values shown in the CM/ECF utilities **"Maintain Your ECF Account"**. However, changing these values on the payment information screen does not affect the CM/ECF account.



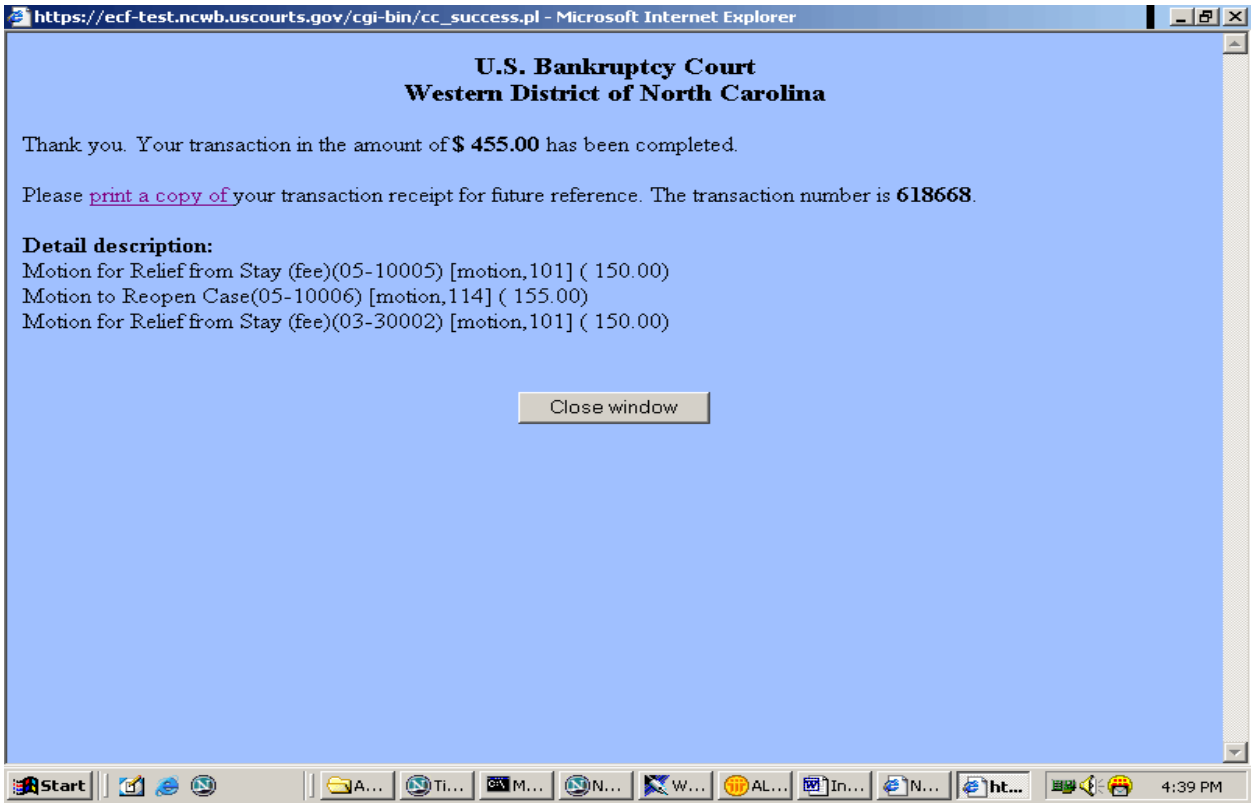
Please note:

1. **Required fields are marked with an asterisk.**
2. The **Address** does not have to be the billing address.
3. The **Address, Cardholder Name and Zip Code** fields will be pre-populated with data from CM/ECF.
4. The **Security Code** field is not marked required; however, if the code is entered incorrectly, the transaction will fail.
5. Do not use hyphens or spaces when entering the **Credit Card Number**.
6. The year of the **Expiration Date** must be entered using four-digits (*ex. 2004*)
7. The **Payment Amount** field *cannot* be changed from the filled-in value.

Selecting the **"Pay Now"** button presents the filer with a **Payment Summary Authorization** screen. After verifying the Credit Card information, the filer must authorize the transaction by checking the **"Authorization"** box. The **"Confirmation Receipt Request"** field is optional. The transaction is processed when the **"Make Payment"** button is selected. ***WARNING** - ***Selecting the "Make Payment" button more than once may result in multiple transactions being processed.****



If processing is successful, a confirmation screen is displayed showing a link to the CM/ECF receipt and the transaction number. Filers should print and retain the receipt for reconciliation with their credit card statement.



The **"Continue Filing"** option allows the filer to defer payment until the end of the day. The next time the filer submits a pleading of any type to any case, for filing, the **Summary of Current Charges** screen will be displayed, listing all deferred charges along with any newly incurred fees**.**

The Court requires that all fees be paid daily. If payment is not received by 11:30 p.m. the next day, filers will be automatically locked out of the system and will be unable to file any pleadings until all fees are paid in full. Filers will only be able to access the **Summary of Current Charges** screen that allows you to pay the fees due. This screen is found under **Utilities, Your Account, Internet Payments, Internet Payments Due.** Once the fees are paid, you will automatically be logged back into the system and may resume filing.

NOTE: If the credit card payment pop-up window does not appear, the filer must select **Utilities, Your Account, Internet Payments and Internet Payments Due** in order to pay the fees. All fees must be paid daily.

Internet Payment History and Internet Payment Due

A CM/ECF filer can monitor fees and payments using the **Internet Payment History** and **Internet Payment Due** options in the **Your Account** section on the Utilities menu.

The **Internet Payment History** selection includes payment of all fees via the internet. The payments are listed in order by receipt number. Payments may be viewed within a specified date range.

The **Internet Payment Due** selection displays the **Summary of Current Charges** which list fees that have not been processed for payment. This is the same screen that is displayed after docketing a pleading that requires a fee.

NOTE: The Filer must login using each Login assigned in order to get a complete and accurate report of pending fees or payment history.

"Pop-Up" Blockers

The presence of an active "pop-up" blocker may interfere with the use of the payment window in CM/ECF. Depending on the type of pop-blocker present, the user may have to either modify or disable the blocker to use of the payment window.

While Internet Explorer does not presently provide a pop-up blocker, there may be users employing a separate pop-up blocker (for example, a blocker offered by the user's Internet Provider). In those situations, the filer may have to modify or turn off the pop-up blocker for the payment window to work properly.

Determining if your Browser Supports 128-bit Encryption

A 128-bit Encryption is Required. To determine if your browser supports 128-bit encryption follow these steps:

Microsoft Internet Explorer (5.5 or higher) - ***This is the only browser supported by the Treasury's Pay.gov system:***

- Click on the “Help” tab on the menu bar at the top of the screen.
- Scroll down and select “About Internet Explorer”.
- A small window appears in the center of the screen indicating the version, as well as the encryption or cipher strength, of your browser (either 40-bit, 56-bit or 128-bit). If the screen indicates you have a 40-bit or 56-bit version, or if it does not indicate the encryption level, you will need to upgrade to a version with 128-bit encryption.